

CHECKLIST FOR FFY 2005 VOCA GRANT APPLICATION

Once you have completed the **COVER SHEET**, your application should be complete if you have done the following:

- ☐ Include the sign-in sheets from each of the regional meetings as **Attachment A**.
- ☐ Include signed Memorandums of Agreement from all organizations, agencies, or individuals participating in the Crime Victim Service Center, **Attachment B**.
- ☐ Complete Specialized Focus: Services to Victims of General Crimes, **Attachment C**.
- ☐ Complete Specialized Focus: Accessible and Appropriate Services, **Attachment D**.
- ☐ Complete Comprehensive Services in Each Area of the VOCA Region, **Attachment E**.
- ☐ Include outline describing how volunteers will be used to support services at the Crime Victim Service Center and attach as **Attachment F**.
- ☐ The lead agency should submit one completed Budget Detail Worksheet, **Attachment G**, that includes expenses or subcontracts as outlined in the Memorandum of Agreement (MOA).
- ☐ Budget Detail Narrative, **Attachment H**.
- ☐ Complete the Match Worksheet, **Attachment I**.
- ☐ Read and sign the Assurances form, **Attachment J**. All agencies receiving funds must sign this form.
- ☐ Read and sign the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters, **Attachment K**. All agencies receiving funds must complete this attachment.
- ☐ The lead agency must read, complete, and sign the Equal Employment and Opportunity Plan, **Attachment L**.
- ☐ The lead agency must read, complete, and sign the Historic Preservation Agreement, **Attachment M**.
- ☐ Please review, mark, and submit the Checklist for FFY 2005 VOCA Grant Application with your application to verify it is complete, **Attachment N**.